

~~SECRET~~
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) HAWKINS	(First) Adelaide	(Middle) M.	2. GRADE GS-12	3. POSITION TITLE Crypto(Dep. Chief-Acting Branch Chief)
4. OFFICE Commo	STAFF OR DIVISION Security	BRANCH	<input checked="" type="checkbox"/> DEPT'L. <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION Crypto Develop.
5. PERIOD COVERED BY REPORT From 10-28-51 To 10-28-52		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor	<input type="checkbox"/> Special <input type="checkbox"/> Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

As Acting Chief, CY/DEV Branch I am responsible for and guide my Section Chiefs in: (1) the development of new cryptosystems and/or the adaptation of existing systems to meet specific CIA requirements; (2) maintaining a constant vigilance over the security of CIA cryptosystems; (3) studying, analyzing and keeping abreast of developments in the field of cryptography and cryptanalysis; and (4) conducting a continuous program of research and development in the cryptologic field. I must maintain liaison with other Government agencies engaged in parallel duties and render professional advice concerning cryptologic matters whenever necessary.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Elementary and Advanced Cryptography -ASA subcourse			1940
Military Cryptanalysis, Parts I thru IV-ASA subcourse			1940-1952
Traffic Analysis ASA subcourse			1952
Signal Communications			1952
Intermediate Russian	CIA		Continuing

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

My present work

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

October 22, 1952

DATE

Adeline M. Hawkins

SIGNATURE

Items 11 through 16 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mrs. Hawkins constantly strives to improve the security of CIA cryptosystems, and has had many years of working experience in this field. She directs the work of her branch in a calm, unruffled, orderly manner and has achieved excellent esprit de corps among members of the branch. She conducts liaison in a pleasant businesslike manner.

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12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Mrs. Hawkins enthusiasm for her work and her continued efforts at gaining additional knowledge, as evidenced by her outside studies, are noticeably outstanding.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

She should continue to develop that ability to complete all aspects of any particular project which is so necessary to the successful management of an organization. Development of this ability results in assuring completed staff work by members of the branch.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

As a branch chief, Mrs. Hawkins has considerable responsibility. Her background in her specialty qualifies her to continue to act in that capacity.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Continued cryptologic and language studies.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

7 November

DATE

SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

14 NOV. 1952

DATE

SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

It should be noted that although Mrs. Hawkins has served for some time as Acting Branch Chief, this fact should not be considered as a reflection on either her technical or executive ability. Mrs. Hawkins performance of her duties as Branch Chief has always been excellent. The position of chief of the branch is being held open for a man with the mathematical background required for the most sophisticated cryptanalytical techniques.

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